

**Council on Postsecondary Education  
Committee on Equal Opportunities  
April 17, 2006**

**DRAFT Campus Visit Schedule  
For Community and Technical Colleges**

The CEO is charged with monitoring institutional progress implementing the Kentucky plan for Equal Opportunities and the Partnership Agreement with the U. S. Department of Education Office for Civil Rights. Monitoring is completed through data analysis and campus visits. The campus visits typically include focus group sessions with the campus environment team, campus leaders, students, faculty, professional staff, and other parties to discuss institutional activities that support the objectives of the Plan.

The committee asked the Council staff to develop an approach visiting the campuses of the Kentucky Community and Technical College System. The committee suggested appointing subgroups to conduct the visits, depending on the location of the KCTCS campus. For review and discussion by the committee a DRAFT outline of an approach is attached.

## **DRAFT Campus Visit Outline KCTCS Institutions**

### **1. Timeframe for Visits**

- Complete visits during the regular academic year (fall and spring)
- No visits during registration, spring or fall breaks, or final exams

### **2. Visits per Semester**

- Four colleges per semester (8 per academic year)
- Two colleges per scheduled visit (per day or 1.5 days)
- No two college visits scheduled to occur simultaneously

### **3. Campus Visit Team**

- Minimum team size of four persons and maximum of six
- Break team into two sub-teams to conduct simultaneous focus group sessions during the visit

### **4. Typical Campus Visit Agenda**

- The agenda should be the same as that used for universities, except it should focus on the four objectives established by the plan for community and technical colleges
- Typical agenda: opening discussion with president and cabinet, focus group sessions with the campus environment team, campus leaders, students, faculty, professional staff, and other parties to discuss institutional activities that support the objectives of the Plan; and closing session with president and cabinet

### **5. Campus Visit Discussion Topics**

- Recruitment, enrollment, retention, scholarship/financial aid activities
- Degree awards and transfers to four-year institutions
- Student advising
- African American faculty recruitment, retention, and development
- African American staff recruitment, retention, and development
- Campus environment team or its equivalent
- General performance on other Kentucky Plan initiatives

### **6. Other Initiatives Identified By CEO or the Institution**